

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Resources Technician	Job Family: 6
General Classification: Frontline	Job Grade: 19

Definition: To oversee, participate and administer the City's Water Conservation Program; assist with implementation of Hansen CMMS system in Water Distribution, Wastewater and Water Meter Sections.

Supervision Received and Exercised: Receives general supervision from Water Meter Supervisor.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Coordination of water conservation programs, including compliance with State regulations, urban water management plan, implementation of large landscaping water budget program and serving as City representative for community outreach and educational water conservation issues.
2. Implement replacement program of potable water with reclaimed water in large landscapes.
3. Conduct water audits. Provide basic water conservation advice to consumers.
4. Work in conjunction with the Planning Division to establish water conservation guidelines for building projects.
5. Write reports and develop informational brochures. Provide water conservation materials for a consumer confidence report. Distribute water-saving devices.
6. Using applicable computer programs, document photographically and update mechanical equipment records and events in field as necessary.
7. Update annual Best Management Practices files as listed in the Memorandum of Understanding with the California Urban Water Conservation Council.
8. Submit current meter readings to outside agencies upon request.
9. Assist with customer service technician duties as needed.
10. Review videotapes of storm and sewer pipeline inspection and recommend repairs. Compile data of storm water maps as required by State storm water regulations.

Minimum Qualifications:

Knowledge of: Principles and practices of water conservation, including water metering and types of usage; knowledge of GPS systems; pertinent department and division rules and procedures; and State regulations.

Ability to: Deal tactfully with the public; perform a meter reading and complex water use formulas; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Understanding of irrigation systems, use of potable and reclaimed water. One year of experience with water meter/backflow maintenance. Training equivalent to completion of the 12th grade supplemented by community college course work or the City's Supervisory Training Program.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of an AWWA Water Conservation Practitioner Grade 1 certification and possession of a State Water Distribution Operators Certificate (D1) within one year of appointment.

Established January 2003

Revised December 2004

CLASS SPECS

CS257-F^